

Message Text

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PAGE 01 STATE 033272
ORIGIN ERDA-07

INFO OCT-01 EUR-12 ISO-00 OES-06 PA-02 PRS-01 USIA-15 IO-13
/057 R

DRAFTED BY USERDA:AIA:IOAS:WGWINN:TDB
APPROVED BY OES:RSMITH
USERDA/AIA/IOAS:SCIANELLA
EUR/EX - J. TULL

-----150503Z 040025 /17

R 142222Z FEB 77
FM SECSTATE WASHDC
TO AMEMBASSY VIENNA

UNCLAS STATE 033272

PASS COPY TO AMERICAN CONSUL, SALZBURG

E.O. 11652:N/A

TAGS: OCON

SUBJECT:SUPPORT GROUP STAFFING--SALZBURG CONFERENCE

1. ERDA STAFFING OF U.S. SUPPORT GROUP FOR CONFERENCE IS COMPLETE. SUPPORT GROUP WILL BE HEADED BY ROBERT DAVIDS OF OFFICE OF PUBLIC AFFAIRS. DAVIDS WILL ALSO SERVE AS PRESS OFFICER. SUSAN HUSKISSON OF SAME OFFICE WILL SERVE AS ONSITE COORDINATOR. DIANNE PECK OF INTERNATIONAL AFFAIRS WILL BE THE SECRETARY FOR THE GROUP. LOCAL HIRES WILL BE UTILIZED TO COMPLETE STAFFING OF GROUP. REQUEST YOUR ASSISTANCE IN SECURING LOCAL HIRES FOR THE FOLLOWING DATES:

APRIL 29 - MAY 14; ONE FULL-TIME DRIVER AND CAR
APRIL 26 - MAY 14; ONE FULL-TIME BILINGUAL SECRETARY
MAY 1-14; WILL NEED TO KNOW STAND-BY CAPABILITY FOR
ADDITIONAL BILINGUAL DRIVER WITH CAR AND BILINGUAL
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SECRETARY

2. PLEASE ADVISE GEORGE CZUCZKA THAT WE WILL REQUIRE HIS SERVICES FROM APRIL 25 TO MARCH 13. PAYMENT OF HIS SERVICES WILL BE BY PURCHASE ORDER ISSUED BY EMBASSY.

3. IN ADDITION TO OFFICE SPACE, SUPPORT GROUP WILL

REQUIRE ONE MEETING ROOM NEAR OR IN OH WITH CONFERENCE
OR LOUNGE SEATING FOR 20. REQUEST YOU PUT TENTATIVE
HOLD ON SUCH SPACE AND NOTIFY US COST AND ANY PROBLEM.

4. NEED CLARIFICATION OF DEFINITION OF DOUBLE ROOM IN OH.
DOES "DOUBLE ROOM" HAVE ONE DOUBLE BED OR TWO BEDS.

5. FOLLOWING EQUIPMENT WILL BE NEEDED FOR U.S. SUPPORT
GROUP'S OFFICE IN OH FOR THE PERIOD APRIL 25 THROUGH
MAY 14.

3 IBM SELECTRIC, OR COMPARABLE, TYPEWRITERS
3 COMMERCIAL TELEPHONES
1 HOTEL PHONE
1 MESSAGE BOARD
4 DESKS FOR TY,ING, WRITING
1 XEROX 3700, OR COMPARABLE, COPYING MACHINE

6. TELETYPE CAPABILITY STILL UNDER REVIEW, WILL INFORM
YOU ON RESULTS OF REVIEW. MAY USE WESTERN UNION.

7. SUSAN HUSKISSON TO VISIT SALZBURG MARCH 4, 1977, TO
REVIEW AND DISCUSS FINAL ARRANGEMENTS FOR U.S. SUPPORT
GROUP WITH QUINLAN.
VANCE

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Message Attributes

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Disposition Approved on Date:
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